

MANUFACTURING EXTENSION PARTNERSHIP

Success Stories from the Field

Purely Supreme Foods

Idaho TechHelp

Purely Supreme Foods Develops New Human Resources Programs

Client Profile:

Purely Supreme Foods is a privately held potato processing company that provides consumers with a unique fat-free, preservative-free, 80 percent partially cooked potato product. Established in 1997, the company's processing plant in Burley, Idaho employs 30 people.

Situation:

Purely Supreme Foods was preparing to enter a period of expansion when management recognized that the company needed new skills to meet a wide range of human resource (HR) challenges. In particular, the company needed a successful recruitment process for new employees and a good working environment for existing staff. Purely Supreme Foods appointed a full-time manager to develop the company's HR programs, and called on Idaho TechHelp (TechHelp), a NIST MEP network affiliate, to provide additional skills and assistance as required.

Solution:

TechHelp worked with Purely Supreme Foods' HR manager to identify priorities and assist in development and implementation of new HR programs. Specific tasks included conducting job analyses and developing job descriptions, with the job descriptions not only providing employees with clear direction but also helping the company develop its performance management and recruitment processes. TechHelp rewrote the employee handbook to define and develop HR policy in areas such as acceptable workplace practices, compensation, safety, and security. Finally, TechHelp aided the company in applying for Workforce Development Training Funds to fund training for 18 new employees and 30 existing staff.

Results:

Developed job descriptions for all staff.

Improved work environment.

Laid effective groundwork for a performance management system and successful recruitment of new employees.

Produced a new employee handbook that clarifies employee responsibilities.

Awarded a \$38,000 Workforce Development Training Funds grant.

Testimonial:

www.mep.nist.gov



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"Idaho TechHelp has been a wonderful asset to our company. With their help, we have been able to quickly and efficiently establish a human resources department complete with handbook and job descriptions. TechHelp has also assisted us in applying for and being awarded a \$38,000 Workforce Development Training Fund Grant which will be used to train our new employees and current staff in areas that will improve the company's efficiency, as well as allow the employees an opportunity to advance their skills."

Laura Burns, Controller